

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

March 7, 2002

In Reply Refer To:
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Information Bulletin No. OF&A 2002-037

To: All Field Officials

From: Director, Office of Fire and Aviation

Subject: Orientation for Newly Hired Incident Business Practices Employees DD:3/15/02

The Bureau of Land Management, Office of Fire and Aviation, is sponsoring a two-day orientation for newly hired BLM Incident Business Practices employees. The orientation will be held in Boise, Idaho, on May 1 and 2. Information on the location for the training and an agenda will be sent when completed.

The purpose of the meeting is to bring together BLM State and Field Office Management and Program Analysts who deal with emergency incident business management and introduce them to issues affecting the emergency business community. The focus of the meeting will be on BLM's priorities for Incident Business Management, how the current business community operates, roles and responsibilities, and information sources.

Interested employees must complete the attached nomination form and return it to Ed Lewis by March 15, 2002. Selected nominees will be notified by e-mail no later than March 22, 2002. Attendance is limited to newly hired BLM Incident Business Practices employees.

Specific questions on the meeting or the nomination process may be directed to Ed Lewis, Ed_Lewis@nifc.blm.gov, or Carol Salo, Carol_Salo@nm.blm.gov.

Signed by:
Timothy M. Murphy
Acting Director
Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.
Office Services

1 - Attachment
1 - Nomination Form (1 p.)

Distribution:
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**2002 BUREAU OF LAND MANAGEMENT INCIDENT BUSINESS MGMT. MEETING
NOMINATION FORM**

INSTRUCTIONS: Complete nomination and return to your State FMO. (State FMO's [must submit the nomination to Ed Lewis by March 15, 2002.](#))

MEETING NOMINATION

Meeting Name:		PRIORITY _____ Of _____	
2002 BLM Business Meeting			
Date(s) May 1-2, 2002	Location Boise, ID	Tuition (if required) N/A	
Coordinator: Ed Lewis	Coordinator Phone: 208-387-5166	Coord. E-Mail: Ed_Lewis@nifc.blm.gov	
Nominee's Name		Date Submitted	
Working Job Title		E-mail Address	
		Fax Number:	
BLM Office Location		Nominee's Mailing Address (if different)	
Telephone No.		Telephone No.	
List your responsibilities and/or involvement in incident business practices, include IQCS Qualifications:			
State why you believe you should attend this meeting:			
List topics you would like addressed:			
Nominee's Signature: (If selected to attend, I agree to meet post-meeting requirements to disseminate information within the State or Field Office. I will notify the Meeting Coordinator if I am unable to attend).			
Supervisor's Signature (I certify the nominee is approved to attend the meeting and will meet post-meeting requirements to disseminate information within the State or Field Office.)			
Remarks:			

